

Hazardous Waste Division Work Order

Date Submitted	Date Due
By Clay McDaniel	Function Code

Copy	Distribution
<input type="checkbox"/> Quantity	<input checked="" type="checkbox"/> All carbon copies
<input type="checkbox"/> Paper type copy	<input type="checkbox"/> Include enclosure
<input type="checkbox"/> Paper Size 8.5 X11	<input type="checkbox"/> No enclosure
<input type="checkbox"/> White	<input checked="" type="checkbox"/> Central Records
<input type="checkbox"/> Color None	<input type="checkbox"/> Correspondence file
<input type="checkbox"/> One-sided	<input type="checkbox"/> BC: (include address in remarks)
<input type="checkbox"/> Double-sided	<input checked="" type="checkbox"/> Originator
Binding	Pamphlets
<input type="checkbox"/> 3-hole punch	<input type="checkbox"/> Double fold
<input type="checkbox"/> GBC (cone) bind	<input type="checkbox"/> Triple fold
<input type="checkbox"/> Acco (two-hole) bind None	
<input type="checkbox"/> Staple None	
<input type="checkbox"/> SOP	

Mailing Addresses:

Remarks:

Subject heading of e-mail: Cedar Chemical

c.c. list:

Clay McDaniel

Let me know if you need anything, thanks.